



Surf Life Saving Australia
**Carnival Manager User
Guide**

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Carnival Manager User Guide

SLSA's web software enables the total administration of carnivals and other SLSA affiliated sporting events. The system includes entrant management, reports (who is entered and what is the fee) and administration (carnival visibility, costs, event list etc.)

This guide is divided into three main sections – the first section for club level operators, second section for Branch/state Administration and the final section is for SLSA Super administrator level.

To obtain club or Branch/State Log in details please contact your relevant State Centre Office or Branch.

Links to the various state carnival manager systems can be found on the SLSA Website www.sls.com.au. From the Members Menu select 'Surf Sports – 'Entry System'

National (SLSA) - <http://sportslsa.carnival.sls.com.au>

Tasmania - <http://sporttas.carnival.sls.com.au>

Northern Territory - <http://sportnt.carnival.sls.com.au>

South Australia - <http://sportsa.carnival.sls.com.au>

New South Wales State - <http://sportnsw.carnival.sls.com.au>

NSW Branch carnivals - <http://sportnswbranches.carnival.sls.com.au>

Victoria - <http://sportlsv.carnival.sls.com.au>

Queensland - <http://sportqld.carnival.sls.com.au>

Section 1 – Clubs Users

Log-In

When a Club level user logs in, they are taken immediately to the Event Management screen. This screen displays all the carnivals that are currently open along with past Events.

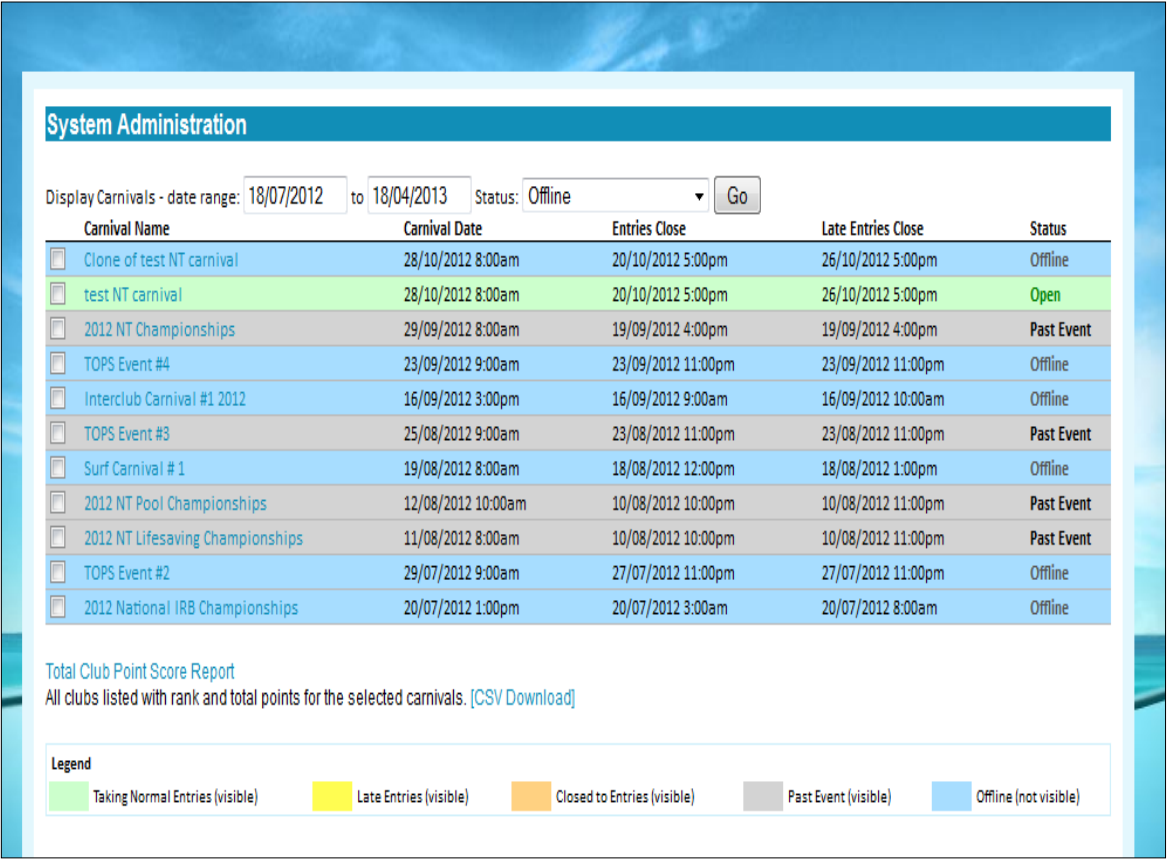
Carnival events are listed according to the date parameter set which is located above the list of carnivals.

Colour Coding Map

Open carnivals are colour coded in green.

Carnivals accepting late entries – coded in Yellow

Past carnivals are coded in Grey



System Administration

Display Carnivals - date range: 18/07/2012 to 18/04/2013 Status: Offline

Carnival Name	Carnival Date	Entries Close	Late Entries Close	Status
☐ Clone of test NT carnival	28/10/2012 8:00am	20/10/2012 5:00pm	26/10/2012 5:00pm	Offline
☐ test NT carnival	28/10/2012 8:00am	20/10/2012 5:00pm	26/10/2012 5:00pm	Open
☐ 2012 NT Championships	29/09/2012 8:00am	19/09/2012 4:00pm	19/09/2012 4:00pm	Past Event
☐ TOPS Event #4	23/09/2012 9:00am	23/09/2012 11:00pm	23/09/2012 11:00pm	Offline
☐ Interclub Carnival #1 2012	16/09/2012 3:00pm	16/09/2012 9:00am	16/09/2012 10:00am	Offline
☐ TOPS Event #3	25/08/2012 9:00am	23/08/2012 11:00pm	23/08/2012 11:00pm	Past Event
☐ Surf Carnival # 1	19/08/2012 8:00am	18/08/2012 12:00pm	18/08/2012 1:00pm	Offline
☐ 2012 NT Pool Championships	12/08/2012 10:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ 2012 NT Lifesaving Championships	11/08/2012 8:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ TOPS Event #2	29/07/2012 9:00am	27/07/2012 11:00pm	27/07/2012 11:00pm	Offline
☐ 2012 National IRB Championships	20/07/2012 1:00pm	20/07/2012 3:00am	20/07/2012 8:00am	Offline

Total Club Point Score Report
All clubs listed with rank and total points for the selected carnivals. [\[CSV Download\]](#)

Legend

☐ Taking Normal Entries (visible)	☐ Late Entries (visible)	☐ Closed to Entries (visible)	☐ Past Event (visible)	☐ Offline (not visible)
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Screen Shot - Club Level Event Management

Event Management

To begin submitting your clubs carnival entries, click on the Carnival name in the Event Management list and you will be taken to that events main administration screen. This screen gives an overview of the event (timing, fees, information etc.) and enables administrators to add or change existing entries, run reports or view events information.

test carnival - Home
Info: jkfgdfgdfgsd

Event Date: 22/01/2012 8:00am
Entries Close: 17/12/2011 5:00pm
Late Entries Close: 20/12/2011 5:00pm
Registration Fee: \$23.00
Event Entry Fee: \$3.00
Late Penalty Fee: \$3.00
Late Amendment Fee: \$3.00

Entries - by name
Find a member based on their surname, then add new or change their existing entries for this carnival.

Entries - by event
Add new entries for this carnival with the ability to select multiple members to add to the selected event.

Team Names
Assign team names on a per event basis. For example, 'Team K' in the U/19 Beach Sprint can be known as 'The Expendables'.

Reports
Reporting will allow you to see exactly who is entered and the associated costs. You can save or print these reports using your web browser.

Help
Here you can find out further information about the online entries system.

Administration
Control carnival visibility, costs, the event list and report on the entire carnival.

Event list
Clicking events below will allow quick access to existing entries if you have a particular event in mind. For new entries [click here](#)

Beach Flags
[Open Mens](#)

Iron Man
[Under 11 Men](#)

Malibu Long Board Riding
[120 yrs min. Mens](#)

Surf Boat
[30-34 Mens](#)

Screen Shot - Club Carnival Administration

Entries

To enter a member into an event you can either select *Enter by Name* or *Enter by Event*.

Intercities Carnival - Wanda - Home
Info: Surf Life Saving Sydney Branch will invoice each club for their carnival entries

Event Date: 14/01/2012 8:00am
Entries Close: 10/01/2012 1:00pm
Late Entries Close: 10/01/2012 3:00pm
Registration Fee: \$20.00

Entries - by name
Find a member based on their surname, then add new or change their existing entries for this carnival.

Entries - by event
Add new entries for this carnival with the ability to select multiple members to add to the selected event.

Event list
Clicking events below will allow quick access to existing entries if you have a particular event in mind. For new entries [click here](#)

2 Person R&R
[U10 to U11, U12 to U13](#)

2KM Beach Run
[Open Mens, Open Womens, Under 15 Mens, Under 15 Womens, Under 17 Mens, Under 17 Womens, Under 19 Mens, Under 19 Womens](#)

5 Person R&R
[Open Mens, Open Mixed, Open Womens, U12-U14 Mixed, Under 15 Mixed, Under 17 Mixed, Under 19 Mixed](#)

6 Person R&R
[Open Mixed](#)

If you wish to enter competitors by name then select this option '*entries – by name*' and then click on the first letter of their surname. A list will appear of all eligible competitors beginning with that letter.

test carnival (Event Date 22/01/2012)

[Carnival Home](#) | [Entries - by name](#) | [Entries - by event](#) | [Reports](#) | [Help](#) | [Admin](#) | [Change Club](#)

Entries

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Choose the first letter of the competitors surname.

Screen Shot - Club Carnival Entries – enter by name

If a competitor has already been entered into events their name will be in **bold**. Otherwise to add that person to specific events, click on their name.

test NT carnival (Event Date 28/10/2012)

[Carnival Home](#) | [Entries - by name](#) | [Entries - by event](#) | [Reports](#) | [Help](#) | [Admin](#) | [Change Club](#)

Entries

A B C D E F G H I J K L M N O **P** Q R S T U V W X Y Z

Names in **bold** indicate existing entries.

Members in **red** do not meet the requirements for this carnival and are only able to enter as exceptions.

Pager, Emma (DOB:30/10/2003 U/9 JNR-9 HRS:0.00)	Pedersen, Howard (DOB:05/03/1955 U/58 HRS:0.00)
Pager, Kiara (DOB:08/06/1999 U/14 JNR-13 HRS:0.00)	Pember, Amanda (DOB:09/11/1972 U/40 HRS:0.00)
Pager, Mark (DOB:12/08/1967 U/46 BM HRS:29.50)	Philp, Brian (DOB:18/07/1951 U/62 HRS:0.00)
Pager, Vanessa (DOB:05/09/1969 U/44 HRS:0.00)	Piaggi, Porshia (DOB:01/06/2005 U/8 HRS:0.00)
Palmer, Ashley (DOB:02/03/2004 U/9 HRS:0.00)	piaggi, stephen (DOB:24/06/1953 U/60 HRS:0.00)
Palmer, Kelsey (DOB:28/04/2002 U/11 JNR-11 HRS:0.00)	Piaggi, Taj (DOB:05/12/2001 U/11 JNR-10 HRS:0.00)
Pantle-Bentham, Myah (DOB:12/07/2002 U/11 JNR-9 HRS:0.00)	Pike, Neale (DOB:29/01/1982 U/31 BM HRS:7.50)
Pantle-Bentham, Trent (DOB:15/03/2005 U/8 HRS:0.00)	Potter, Bree (DOB:07/08/2003 U/10 JNR-10 HRS:0.00)
Parkinson-Varga, Cheryl (DOB:01/09/1971 U/42 HRS:0.00)	Potter, Max (DOB:01/10/2006 U/6 HRS:0.00)
Pascoe, Rob (DOB:22/08/1978 U/35 HRS:0.00)	Prunster, Leo (DOB:16/01/2005 U/8 HRS:0.00)
Paterson, Adam (DOB:13/11/2001 U/11 HRS:0.00)	Pusep, Torah (DOB:30/12/2005 U/7 HRS:0.00)
Paterson, Savinna (DOB:28/01/2000 U/13 HRS:0.00)	

Member award key: BM = Bronze Medallion; SRC = Surf Rescue Certificate; JNR = relevant nipper award. **Red** awards are expired; **green** awards are currently proficient.

Screen Shot - Club Carnival Entries – enter by name

Next to each members name – the system displays their DOB, their competition age group, the members award and their competition patrol hours.

Member award key: **BM** = Bronze Medallion; **SRC** = Surf Rescue Certificate; **JNR** = relevant nipper award.

Red awards are expired; green awards are currently proficient.

A screen will then be displayed with the eligible event details for that competitor.
To add a competitor to an event, select the tick box next to their event(s) in question and then click the 'Submit Entry' button. To remove a competitor from an event, select the tick box next to their name and click the 'Delete Competitor Entry' button.

Entries for Moltoni, Adam

Date of Birth 11/05/1999	Competition Age Under 44	Bronze Medallion Valid until 11/12/2012	Surf Rescue Certificate None	Nipper Award None	Membership Category Active (18yrs and over)	Patrol Hours Accumulated 0.00 hour(s)	Patrol Hours Required 18 hour quota NOT achieved
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1km Board Paddle

☐ Cool Paddle - M 1km Board Paddle

5 Person R&R

☐ 3024 5 Person R&R Team: Team A (FULL/0) ☐
Reserve

Beach Flags

☐ 1014 Beach Flags

Beach Relay (4)

☐ 120 yrs min. Male Beach Relay (4) Team: Team A (0/0) ☐
Reserve

Ironman

☐ Open Male Ironman

Surf Boat

☐ 1020 Surf Boat Team: Team A (FULL/0) ☐
Reserve

Exceptions

New Exception Entry

Event:

For:

Members can not be entered as an Exception in an event they have a regular entry in, unless it is a team event and the Exception entry is for a different team.

Submit Entries

Cancel (Do Nothing)

Delete Competitor Entry

Declaration: By submitting this entry, I certify that this competitor entered in their respective "age" events comply

Screen Shot - Competitor Entry Screen

Adding Exception to Entries

Should you need to add a competitor to an event that does not normally qualify for an event due to gender, age or award restrictions placed on a carnival – then you can add these competitors via the 'Exceptions Entry field'. An example would be if you need to enter a **male** boat sweep into a **female** boat race or a female handler for an Ironman event.

From the 'Entries by Name' screen, select the appropriate surname. Proceed to the entries screen.

Select the event and then select either the competitor that requires the handler or the team that the sweep will be entered into.

Click the 'Submit Entries' button to complete the entry

test NT carnival (Event Date 28/10/2012)

[Carnival Home](#) | [Entries - by name](#) | [Entries - by event](#) | [Reports](#) | [Help](#) | [Admin](#) | [Change Club](#)

Date of Birth	Competition Age	Bronze Medallion	Surf Rescue Certificate	Nipper Award	Membership Category	Patrol Hours Accrued	Patrol Hours Required
30/03/1969	Under 44	Expired on 31/12/2011	None	None	Active (18yrs and over)	24.50 hour(s)	16 hour quota achieved

Exceptions

New Exception Entry

Event:

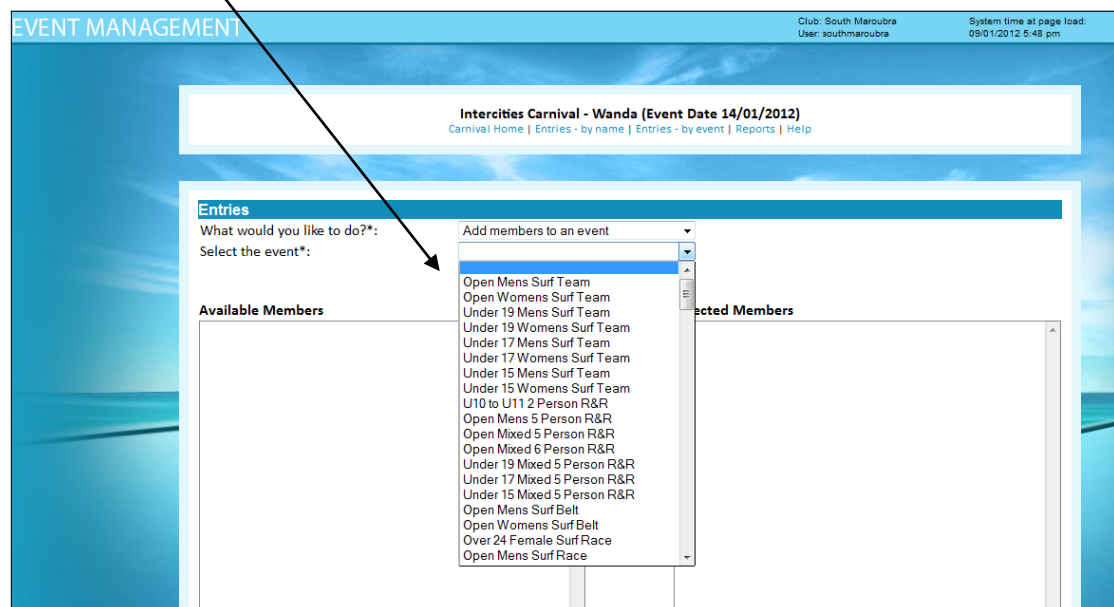
For:

Members can not be entered as an Exception in an event they have a regular entry in, unless it is a team event and the Exception entry is for a different team.

Declaration: By submitting this entry I certify that this competitor entered in their respective "age" events comply with the minimum age requirements at midnight on 30 September for the specified competition season, and membership categories of this competitor is entered are correct and they comply with all conditions of entry (financial & proficient).

Members can not be entered as an Exception in an event they have a regular entry in, unless it is a team event and the Exception entry is for a different team.

If you wish to enter competitors by 'Enter by event' then select this option and the following screen will ask you to select the event from the drop down box. Once the event has been selected all available club members will be displayed for your selection.



Enter by Event screen

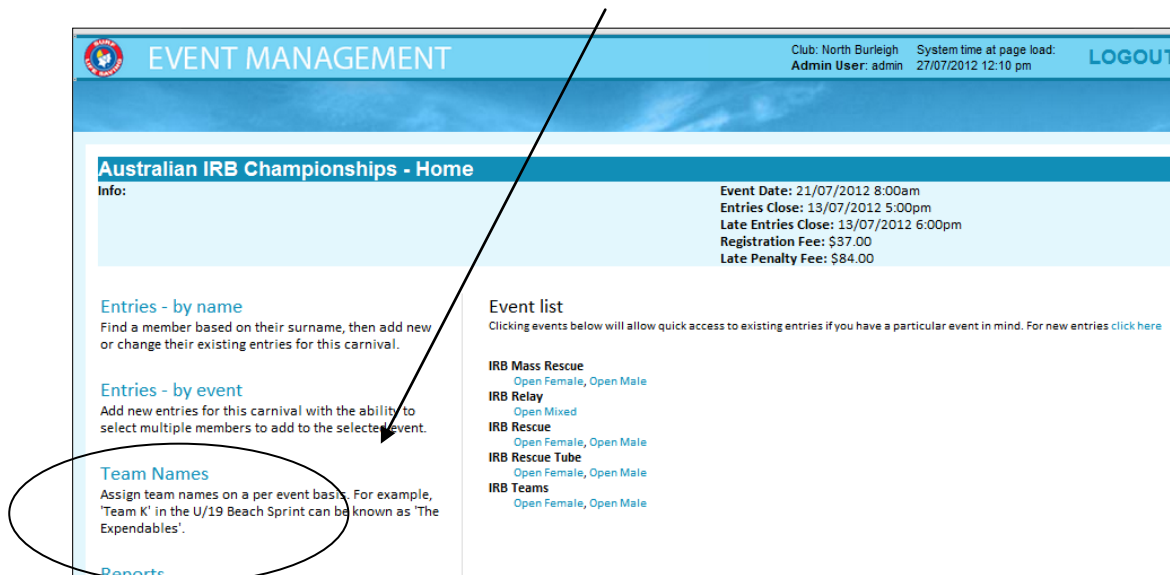
To view details of any competitor entered for any event within a carnival, click on the 'Entries' link and then navigate to their name by clicking on the initial letter of their surname.

To return to the main administration screen, click the 'Home' link at the top of the screen.

Team Names

Clubs can name any of their teams. For example Team K in the U/19 beach Sprint Relay can be known as 'the Expendables'.

To assign Team names click on the 'Team Name' link from the home page



Click on the 'Edit Team Name' link for the event that you wish to create a team name for.

To replace Team A, B or C etc type in the 'team name' field the name of your team
Click on the Add Team Name button

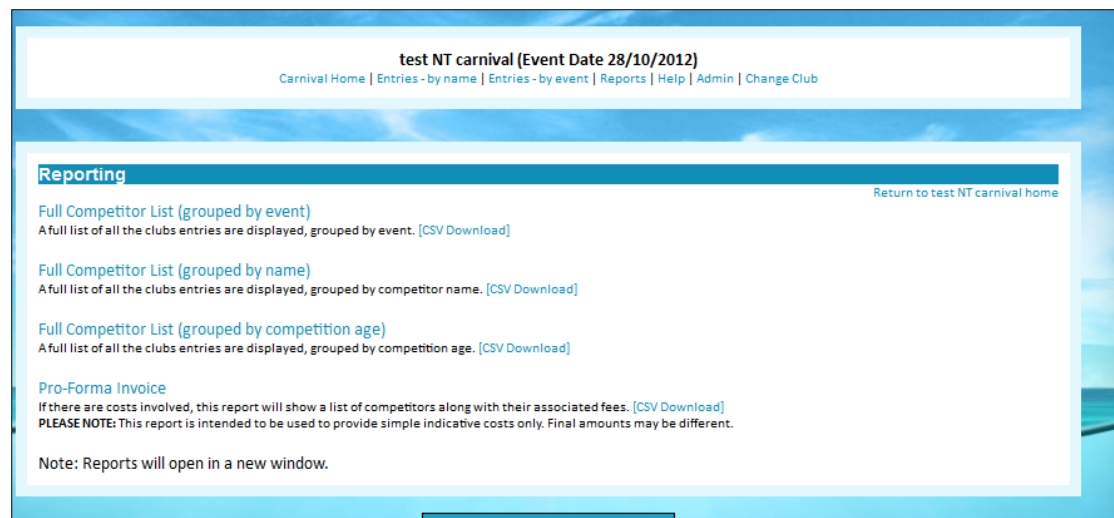
The screenshot shows the 'Team Names Management' page. At the top, it says 'Carnival: Australian IRB Championships' and 'Event: Open Female IRB Mass Rescue'. There is a 'Return' link in the top right. The main content area has a section titled 'Add Team Name Now' which is circled. Inside this section, there is a 'Team Letter' dropdown menu currently showing 'Team A', a 'Team name' text input field containing 'The expendables', and an 'Add Team Name' button. Below this section, it says 'There are no named teams in this event.'

Once you have created specific team names these will be available from the 'Entries by Event' section drop down box. If you do not create team names the system defaults to Team A, B, C and so on.

Reports

Four reports can be generated from the reports screen.

- Full competitor List (grouped by event)
- Full competitor List (grouped by name)
- Full competitor List (grouped by competition age)
- Pro-forma Invoice



Club Level Reporting Screen

To view these reports in your browser window, simply click on the report's name. To produce a downloadable version in CSV (Excel spreadsheet) format, click on the 'CSV Download' link for the corresponding report.

test NT carnival (Event Date: 28/10/2012)					
Broome Surf Life Saving Club Competitor List (Ordered by event)					
Generated on 18/10/2012 1:59 pm					
Cool Paddle - F 1km Board Paddle					
Pos	Surname	First Name	DOB	Gender	Team
1	Mills	Debbie	19/11/1964	F	-
Pos	Exception Surname	Exception First Name	Exception DOB	Exception Gender	Exception For
EXC	Gabb	Rachael	21/04/1993	F	1: Mills, Debbie (19/11/1964)
EXC	Neesham	Olivia	08/03/1993	F	1: Mills, Debbie (19/11/1964)
3024 5 Person R&R					
Pos	Surname	First Name	DOB	Gender	Team
1	Aristei	David	25/05/1992	M	Team A
-	Aristei	Mathew	29/01/1995	M	Team A
-	Aristei	Robert	05/11/1963	M	Team A
-	Buist	Ric	10/06/1954	M	Team A
-	Fountain	Michael	24/01/1971	M	Team A
2	Cain	Andrew	13/08/1971	M	Team B
-	Castellarin	Jack	06/08/1991	M	Team B
-	Castellarin	Mitchell	08/03/1995	M	Team B
-	Chalmers	Sandy	09/03/1985	M	Team B
-	Chard	Tony	24/09/1959	M	Team B
Pos	Exception Surname	Exception First Name	Exception DOB	Exception Gender	Exception For
EXC	Audas	Teale	18/02/2001	F	1: Team A
EXC	Aristei	David	25/05/1992	M	2: Team B

Screen Shot - Example of Competitors List – Ordered by event.

Force SurfGuard Member List Update – club level

In order to have a complete and up-to-date list of club members who are eligible for an event, it is often required to update the carnival management system with your club member's information from Surfguard. This is called a Force SurfGuard Member List Update.

To perform a club update, simply click on the 'Forced Update Member List' from your home page and click on the link.

2011 Sydney Water Premiership Series	22/10/2011 8:00am	14/10/2011 11:00pm	14/10/2011 11:00pm	Past Event
Newcastle Permanent Junior Ironperson Series	22/10/2011 8:00am	22/10/2011 5:00pm	22/10/2011 7:00am	Past Event
CC Peters Boat Series	16/10/2011 8:00am	12/10/2011 5:00pm	16/10/2011 7:00am	Past Event
CC U12 - Open Carnival @ Avoca Beach	15/10/2011 8:00am	12/10/2011 5:00pm	15/10/2011 7:00am	Past Event
Rooster's RIVER RUN Surfboat Marathon	08/10/2011 8:00am	05/10/2011 10:00am	05/10/2011 10:00am	Past Event
Catho Challenge Carnival	02/10/2011 10:00am	02/10/2011 10:00am	23/09/2011 5:00pm	Past Event
Catho Challenge Ironperson	01/10/2011 10:00am	01/10/2011 10:00am	23/09/2011 5:00pm	Past Event

Legend

Taking Normal Entries

Late Entries (additional fee may apply)

Closed to Entries

Past Event

Options
[Force SurfGuard Member List Update](#) (Last updated: 09/01/2012 2:16pm)

Screen Shot - Force SurfGuard Member List Update location link

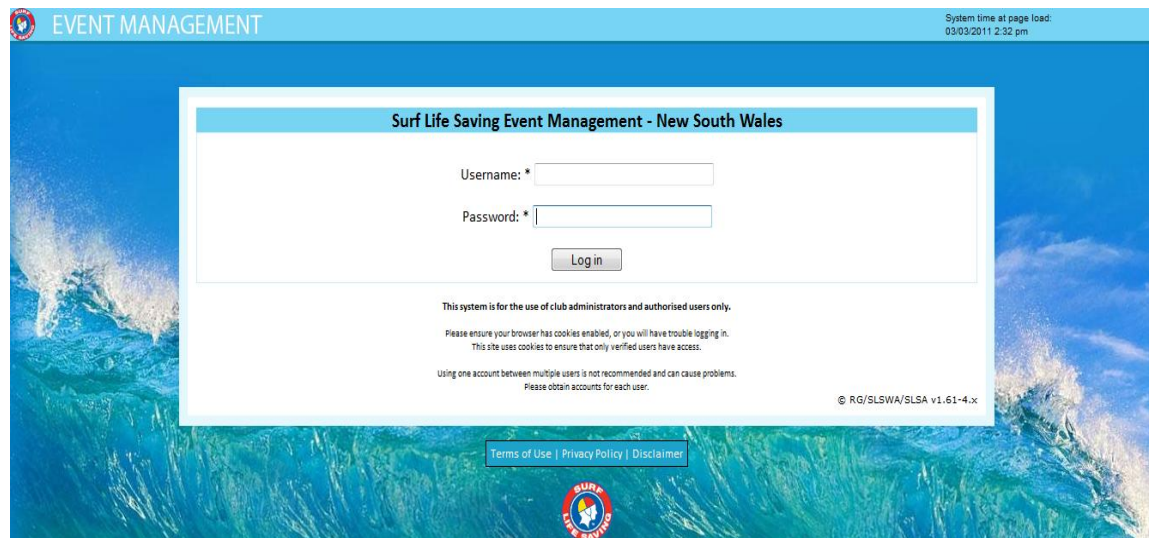
Note: This also displays the date for when the last Forced Update Member List was performed

Note: When updating a clubs member's from Surfguard the system archives any members in the carnival manager system that are archived in Surfguard and have not been updated in the carnival system for 2 years.

Section 2 – Branch/State Administrators

Log-In

Enter the username and password supplied to you by your administrator. Please note that this is case sensitive.



EVENT MANAGEMENT

System time at page load:
03/03/2011 2:32 pm

Surf Life Saving Event Management - New South Wales

Username: *

Password: *

Log in

This system is for the use of club administrators and authorised users only.
Please ensure your browser has cookies enabled, or you will have trouble logging in.
This site uses cookies to ensure that only verified users have access.
Using one account between multiple users is not recommended and can cause problems.
Please obtain accounts for each user.

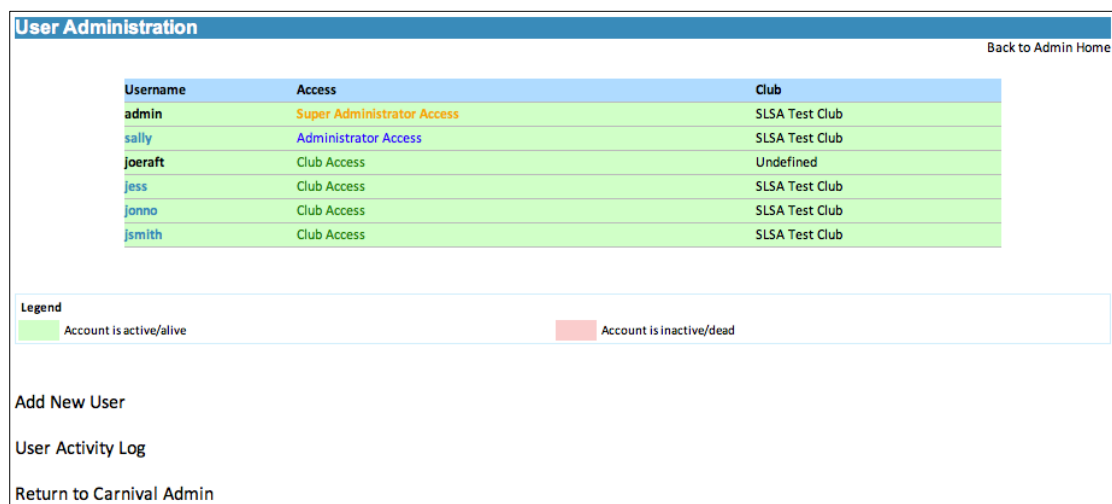
© RG/SLSWA/SLSA v1.61-4.x

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Screen Shot - Login Screen

Manage Users

To create, modify or delete a user account for the carnival manager, click on the 'Manage Users' link.



User Administration

Back to Admin Home

Username	Access	Club
admin	Super Administrator Access	SLSA Test Club
sally	Administrator Access	SLSA Test Club
joeraft	Club Access	Undefined
jess	Club Access	SLSA Test Club
jonno	Club Access	SLSA Test Club
jsmith	Club Access	SLSA Test Club

Legend

Account is active/alive

Account is inactive/dead

Add New User

User Activity Log

Return to Carnival Admin

Screen Shot - User Administration

To modify or delete an existing user account, click on the username in the accounts list and modify the settings accordingly.

To create a new user account click on the 'Add New User' link, choose a username and password and set it to the appropriate access level. Club level users can administrate an event, administrators can change the event's main parameters.

States can grant/restrict access to the 'manage event type and classes' module for each Branch/State registered user.

When you have added an account, a confirmation screen will appear from which you can copy and paste the users details for sending out via email.

To deactivate an account, click on the username in the list and set Account Status to 'Dead'.

If you wish to view account activity, click on the 'User Activity Log' to see a list of accounts and session information, including IP address.

System Administration

When you first log-in to the Carnival Manager as an administrative user you will see the System Administration screen. This gives an over-view of currently listed carnivals and enables an administrator to create a new carnival, manage users, classes, events, required patrol hours and to force a SurfGuard update if required. The Carnival listings are colour-coded to give a quick over-view of the status of each event, the legend for this colour-coding is listed below the carnival name list.

The carnivals displayed are determined by the date range input at the top of the carnival list

System Administration

Display Carnivals - date range: 18/07/2012 to 18/04/2013 Status: All Go

Carnival Name	Carnival Date	Entries Close	Late Entries Close	Status
☐ Clone of test NT carnival	28/10/2012 8:00am	17/10/2012 5:00pm	19/10/2012 5:00pm	Open - Late Entries
☐ test NT carnival	28/10/2012 8:00am	20/10/2012 5:00pm	26/10/2012 5:00pm	Open
☐ 2012 NT Championships	29/09/2012 8:00am	19/09/2012 4:00pm	19/09/2012 4:00pm	Past Event
☐ TOPS Event #4	23/09/2012 9:00am	23/09/2012 11:00pm	23/09/2012 11:00pm	Offline
☐ Interclub Carnival #1 2012	16/09/2012 3:00pm	16/09/2012 9:00am	16/09/2012 10:00am	Offline
☐ TOPS Event #3	25/08/2012 9:00am	23/08/2012 11:00pm	23/08/2012 11:00pm	Past Event
☐ Surf Carnival #1	19/08/2012 8:00am	18/08/2012 12:00pm	18/08/2012 1:00pm	Offline
☐ 2012 NT Pool Championships	12/08/2012 10:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ 2012 NT Lifesaving Championships	11/08/2012 8:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ TOPS Event #2	29/07/2012 9:00am	27/07/2012 11:00pm	27/07/2012 11:00pm	Offline
☐ 2012 National IRB Championships	20/07/2012 1:00pm	20/07/2012 3:00am	20/07/2012 8:00am	Offline

Total Club Point Score Report
All clubs listed with rank and total points for the selected carnivals. [\[CSV Download\]](#)

Legend

Taking Normal Entries (visible)

Late Entries (visible)

Closed to Entries (visible)

Past Event (visible)

Offline (not visible)

Options

Create New Carnival

Manage Users

Manage Classes and Event Types

Manage Patrol Hours per Membership Category

Force SurfGuard Member List Update

Super Administrator Options

Manage Organisations

Update SurfGuard Membership Category List

Manually Add Members / View Manually Added Members

Bulk Entries Import

View Membership Categories

Screen Shot - System Administration screen

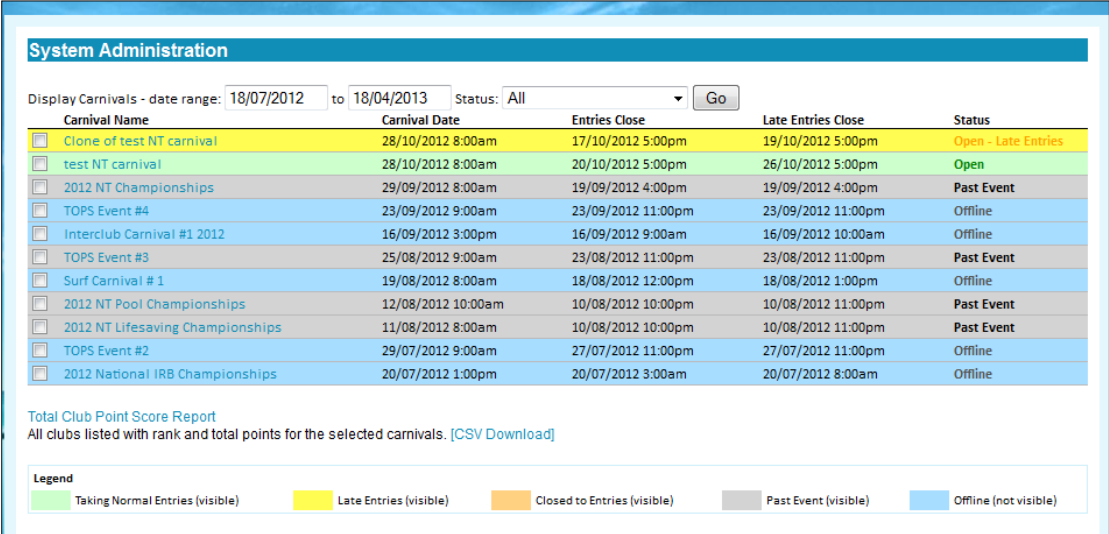
Click on the 'Create New Carnival' link to add a new event to the system. This enables you to name and set a date for the event, add a pricing structure, age limits and per-event settings such as team size restrictions. When you have completed all the fields, click 'Add Carnival' to add the event to the system. To return to the administration screen without adding an event, click the 'Back to Admin Home' link in the top right of the screen. **NB:** When creating a carnival a minimum and maximum competition Age must be entered into the system and must be greater than 0

Screen Shot - create a new carnival

Once you have added the carnival it will join the list of events on the main systems administration screen and be colour-coded accordingly.

Event and Class Administration

The event and class functions enable you to add, modify and delete important components (namely classes and types) of what makes up events. Only those with 'edit' user abilities for Event and Class administration will be able to delete or modify events. Kindly note that any changes made to the Event and Class Administration area will affect all carnivals in the system, past and present that contain events using those components. If you delete an event type, all entries and events containing that event type will be removed. The same goes for deleting an event class. That could have major ramifications for a live system, so be VERY careful!



System Administration

Display Carnivals - date range: 18/07/2012 to 18/04/2013 Status: All

Carnival Name	Carnival Date	Entries Close	Late Entries Close	Status
☐ Clone of test NT carnival	28/10/2012 8:00am	17/10/2012 5:00pm	19/10/2012 5:00pm	Open - Late Entries
☐ test NT carnival	28/10/2012 8:00am	20/10/2012 5:00pm	26/10/2012 5:00pm	Open
☐ 2012 NT Championships	29/09/2012 8:00am	19/09/2012 4:00pm	19/09/2012 4:00pm	Past Event
☐ TOPS Event #4	23/09/2012 9:00am	23/09/2012 11:00pm	23/09/2012 11:00pm	Offline
☐ Interclub Carnival #1 2012	16/09/2012 3:00pm	16/09/2012 9:00am	16/09/2012 10:00am	Offline
☐ TOPS Event #3	25/08/2012 9:00am	23/08/2012 11:00pm	23/08/2012 11:00pm	Past Event
☐ Surf Carnival # 1	19/08/2012 8:00am	18/08/2012 12:00pm	18/08/2012 1:00pm	Offline
☐ 2012 NT Pool Championships	12/08/2012 10:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ 2012 NT Lifesaving Championships	11/08/2012 8:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ TOPS Event #2	29/07/2012 9:00am	27/07/2012 11:00pm	27/07/2012 11:00pm	Offline
☐ 2012 National IRB Championships	20/07/2012 1:00pm	20/07/2012 3:00am	20/07/2012 8:00am	Offline

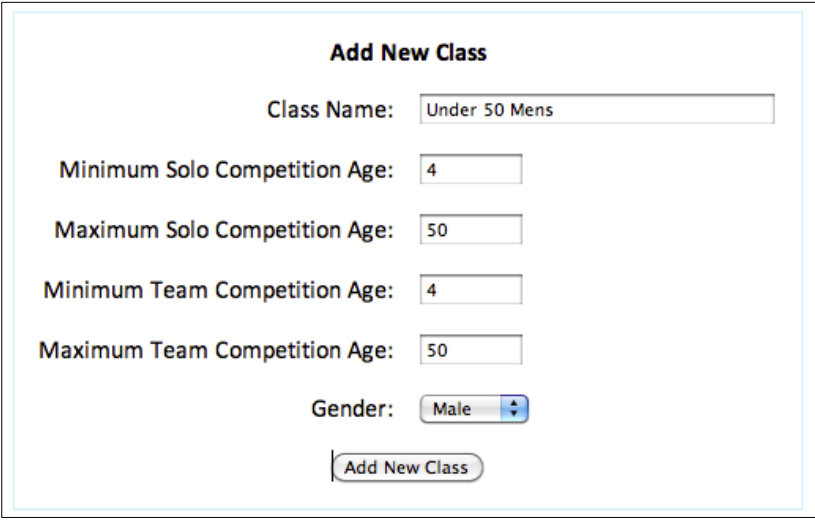
Total Club Point Score Report
All clubs listed with rank and total points for the selected carnivals. [\[CSV Download\]](#)

Legend

- ☐ Taking Normal Entries (visible)
- ☐ Late Entries (visible)
- ☐ Closed to Entries (visible)
- ☐ Past Event (visible)
- ☐ Offline (not visible)

Manage Classes

To create, modify or delete classes, click on the 'Manage Classes and Event Types' link from the System Administration screen and select 'Manage Classes'. To add a new class to the system (if the event is not listed), simply enter its class specific attributes in the appropriate field and click the 'Add New Class' button. Your new class will now appear in the Existing Class List.



Add New Class

Class Name:

Minimum Solo Competition Age:

Maximum Solo Competition Age:

Minimum Team Competition Age:

Maximum Team Competition Age:

Gender:

Screen Shot - Add New Class

To edit an existing class, simply click on the 'Edit' link next to its entry in the Existing Class List.

To delete an existing class, click on the 'Delete' link next to its entry in the Existing Class List. You will need to confirm your action before the class is deleted.

Deleting Class: Under 120 Mens

Return to Class Admin Home

WARNING: Deleting the class 'Under 120 Mens' will not only remove the class but all references to it contained within carnival events and entries.

If you are still sure you would like to do this, [click here](#).

Screen Shot - Deleting a Class

Manage Event Types

To create, modify or delete even types, click on the 'Manage Event Types' link from the 'Event and Class Administration' screen. To add a new type, simply fill in the fields on the managing Event Types screen and click the 'Add New Type' button.

Managing Event Types

Return to Event and Class Administration

Add New Type

Type Name:
Solo/Team:
Team Size (Team Type Only):

Existing Event Type List

Type Name	Edit	Delete
2KM Beach Run	Edit	Delete
5 Person R&R	Edit	Delete
6 Person R&R	Edit	Delete
Beach Flags	Edit	Delete
Beach Relay	Edit	Delete
Beach Sprint	Edit	Delete
Cameron Relay	Edit	Delete
Champion Lifesaver	Edit	Delete
Double Ski	Edit	Delete
First Aid	Edit	Delete
IRB Event	Edit	Delete
Iron Man	Edit	Delete

Screen Shot - Manage Event Types

To edit an existing event type, simply click on the 'Edit' link next to its entry in the Existing Class List.

To delete an existing class, click on the 'Delete' link next to its entry in the Existing Class List. You will need to confirm your action before the class is deleted.

Deleting Type: Triple Ski

Return to Event Type Admin Home

WARNING: Deleting the event type 'Triple Ski' will not only remove the class but all references to it contained within carnival events and entries.

If you are still sure you would like to do this, [click here](#).

Screen Shot - Delete an Event Class

Patrol Hours per Membership Category Management

This screen enables you to specify the number of patrol hours a competitor should have accrued that season based on their membership category. Positive numbers are measured against accrued hours. A zero indicates the membership category has no quota. A negative value indicates the membership category should not accrue hours. At the moment, this information is not used to deny entries to competitors, it is only provided as an indicator. This functionality is accessed via the home administration page

Screen Shot - Administration Screen – Patrol Hours per Membership Category

System Administration

Display Carnivals - date range: 01/01/2010 to 31/12/2012

Carnival Name	Carnival Date	Entries Close	Late Entries Close	Status
Rescue 2012 - National & Youth Team	08/11/2012 8:00am	01/11/2012 5:00pm	01/11/2012 5:00pm	Offline
JRB Premiership Series #1 - TBC	30/08/2012 8:00am	30/08/2012 5:00pm	30/08/2012 5:00pm	Offline
2012 Victorian Lifesaving Championships - Anglesea SLSC	10/03/2012 8:00am	24/02/2012 12:00am	11/03/2012 10:00am	Open
2012 Victorian Junior Lifesaving Championships - Lorne SLSC	03/03/2012 8:00am	18/02/2012 12:00am	25/02/2012 12:00am	Open
test carnival	22/01/2012 8:00am	17/12/2011 5:00pm	20/12/2011 5:00pm	Closed
Battle of the Beach Round #1 - South Melbourne	09/12/2011 5:00pm	09/12/2011 12:00am	09/12/2011 6:00pm	Past Event
LSV Test	16/09/2011 8:00am	17/09/2011 5:00pm	18/09/2011 5:00pm	Past Event

Legend
 Taking Normal Entries (visible)
 Late Entries (visible)
 Closed to Entries (visible)
 Past Event (visible)
 Offline (not visible)

Options
[Create New Carnival](#)
[Manage Users](#)
[Manage Classes and Event Types](#)
[Manage Patrol Hours per Membership Category](#)
[Force SurfGuard Member List Update](#)

Super Administrator Options
[Update from SurfGuard: Club List | Membership Category List](#)
[Manually Add Members / View Manually Added Members](#)
[View Membership Categories](#)
[Global System Settings](#)
[Erase User Activity Log](#)

Patrol Hours and Membership Categories

Back to Admin Home

Specify the number of patrol hours a competitor should have accrued this season based on their membership category. Positive numbers are measured against accrued hours. A zero indicates the membership category has no quota. A negative value indicates the membership category should not accrue hours. At the moment, this information is not used to deny entries to competitors, it is only provided as an indicator.

Membership Category	Required Hours
Academy (Non-Members)	0
Active (15-18 yrs)	0
Active (18yrs and over)	0
Associate	0
Award Member	0
Cadet Member (13-15 years)	0
General	0
Honorary	0
Junior Activity Member (5-13 years)	0
Life Member	0
Long Service	0
Past Active	0
Probationary	0
Reserve Active	0

Screen Shot - Patrol Hours and Membership Categories

Force SurfGuard Member List Update

Obviously there is often a considerable amount of time between the creation of an event and the running of that event. In order to have a complete and up-to-date list of club members who are eligible for an event/carnival, it is often required to update the list of those members that the carnival management system has pulled out of Surfguard.

From the system administration page click on the link – *Force Surfguard Member List Update*.

Screen Shot - Force SurfGuard Member List Update

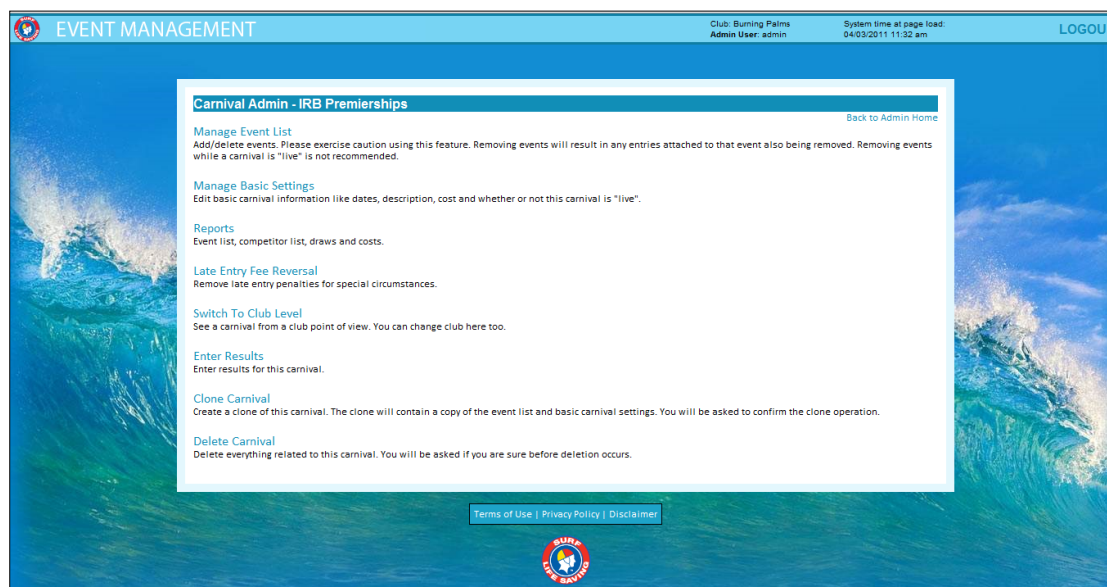
To update a single organisation or multiple clubs simply tick the checkbox next to the club name/s that you wish to update.

A branch filter selection button is provided so that clubs displayed for selection for a Force SurfGuard Member Update can be selected by Branch.

Note: When updating a clubs member's from Surfguard the system will archive any members in the carnival manager that are archived in Surfguard and have not been updated in the carnival system for 2 years.

Carnival Administration

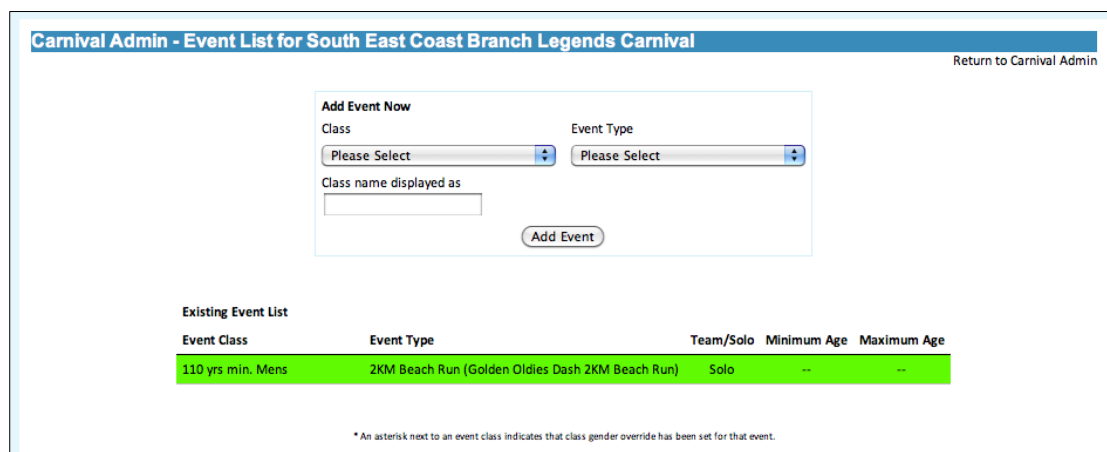
To administer an event, click on its name in the carnival listings screen. From here you can manage the event's basic settings, its events list, enter results, run reports and delete the carnival.



Carnival Administration

Manage Event List

To add events to a new carnival or modify those in an existing carnival, click on the 'Manage Event List' link.



Screen Shot - Manage Event List

To add an event select the Class from the drop-down menu, along with the event type and then (if you wish) enter a display name.

To modify an existing event, simply click on its name in the Existing Event List. Any over-rides attached to the event can be disabled from this screen, or the entire event can be deleted from the carnival.

To override a carnival event Class setting that is pre-determined for an event eg: allow mix genders for one specific age group click on the event name.

Carnival Admin - Event List for Rescue 2012 - National & Youth Team [Return to Carnival Admin](#)

Add Event Now

Class: Event Type:

Class name displayed as:

Existing Event List

Event Class	Event Type	Team/Solo	Minimum Age	Maximum Age
Line Throw - Male	Line Throw	Team	--	--

* An asterisk next to an event class indicates that class gender override has been set for that event.

Screen Shot - Modify an Event

South East Coast Branch Legends Carnival > 110 yrs min. Mens 2KM Beach Run [Back to South East Coast Branch Legends Carnival Event List](#)

Event ID: 10
 Root event type: 2KM Beach Run
 Event class: 110 yrs min. Mens

Number of competitors in this event: 0

Class gender override facility

If the override is enabled, both genders can enter this event regardless of the event gender specified by its class.

It is **DISABLED** for this event, class gender will be enforced. To override it, [click here](#).

DELETE EVENT FACILITY

WARNING:

Clicking this button will immediately delete this event and all entries associated with it!

Screen Shot - Modify an Event

Add additional Information to an Event Name such as Event Codes

You can add additional information to an Event Name such as an Event Code number.

Simply click on the specific event and type into the field box along side the 'Class Name Displayed as'. You can enter in alpha and numerical text.

test NT carnival > Under 19 Male Ironman [Back to test NT carnival Event List](#)

The event has been successfully updated!

Event ID: 1626
Root event type: Ironman
Event class: Under 19 Male
Class Name displayed as: 1089
Allow Exceptions: ☒
[Update Event](#)

View a carnival event/Class List once carnival has been set up

Once you have selected all the carnivals events you can view your carnival event list by selecting the carnival from the system administration page, Click on 'Manage Event List'.

All events for that carnival will be listed together with event classifications such as min and max ages for each event.

Carnival Admin - Event List for test NT carnival [Return to Carnival](#)

Add Event Now

Class: Event Type:
Class name displayed as:
☐ Allow Exceptions
[Add Event](#)

Existing Event List

Event Class	Event Type	Team/Solo	Minimum Age	Maximum Age
Open Female	1km Board Paddle (Cool Paddle - F 1km Board Paddle)	Solo	15	99
Open Male	1km Board Paddle (Cool Paddle - M 1km Board Paddle)	Solo	15	99
Open Male	5 Person R&R	Team	15	99
Open Male	Beach Flags	Solo	15	99
120 yrs min. Male	Beach Relay (4)	Team	30	99
Under 19 Male	Ironman	Solo	17	18
Open Female	Surf Boat	Team	15	99
Reserve Grade	Surf Boat (1020 Surf Boat)	Team	15	99
Under 08 Male	Wade (U8 Male Wade Race Wade)	Solo	7	8

Manage Basic Settings

This link returns you to the New Carnival screen and enables you to manage such specifics as the date and the registration fees of a specific carnival. It also allows the carnival administrator to change the carnival status to online -visible to clubs or offline – invisible to clubs (see figure 13d)

The screenshot shows a web form titled "Carnival Admin - Basic Settings for Rescue 2012 - National & Youth Team". The form contains the following fields and options:

- Carnival Name: Rescue 2012 - National & Youth Team
- Carnival Date: 08/11/2012 Time: 8am
- Entries Close Date: 01/11/2012 Time: 5pm
- Late Entries Close Date: 01/11/2012 Time: 5pm
- Registration Fee \$: 45.00
- Subsequent Event Fee \$: 0.00
- Late Entry Fee \$: 0.00
- Late Amendment Fee \$: 0.00
- Minimum Competition Age: 16
- Maximum Competition Age: 19
- Enforce Per Event Age Restrictions: ☒
- Enforce Team Size Restrictions: ☒
- Enforce Award Prerequisites: ☐
- Allow Team Reserves: ☐
- Allow Public Results Report: ☐
If checked, you can allow the public to see results as they're entered.
The URL for this carnival is:
sportsise.sisa.com.au/eventmgr/results/report/public/13
- Carnival Info: (text area)
- Carnival Status: Offline - Invisible to Clubs
- Modify Carnival button

Screen Shot - Manage Basic Settings screen

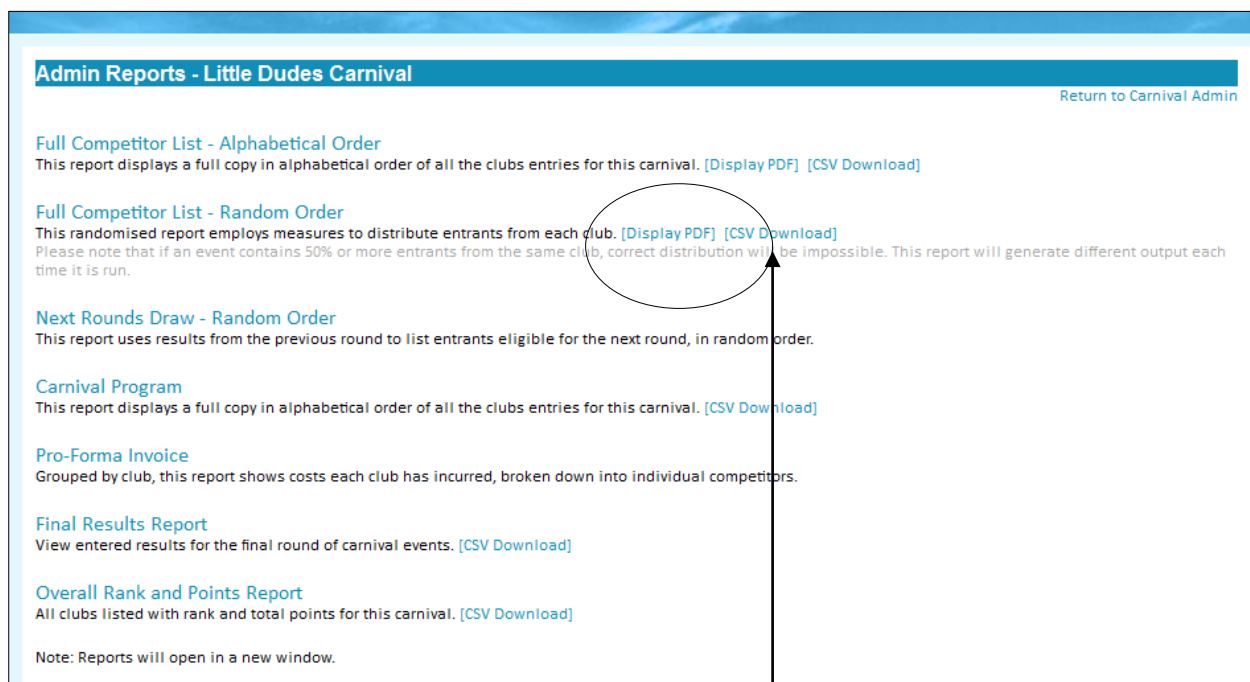
Screen Shot - Snap shot from 'Manage Basic Settings'

This close-up shows the "Carnival Status:" label and a dropdown menu. The dropdown is open, showing three options: "Offline - Invisible to Clubs" (highlighted in blue), "Online - Visible to Clubs", and "Offline - Invisible to Clubs" (with a warning icon).

Reports

Seven main reports can be generated from the reports screen:

- Full Competitor List - Alphabetical Order
- Full Competitor List – Random
- Next Rounds Draw – Random Order
- Carnival Program
- Pro-Forma Invoice
- Final Invoice Report
- Overall Rank and Points Report



Screen Shot - Reports

To view these reports in your browser window, simply click on the report's name. To produce a downloadable version in CSV (Excel friendly) format, click on the 'CSV Download' link for the corresponding report. Report breakdown:

Full Competitor List - Alphabetical Order

This report displays a full copy in alphabetical order in alphabetical order of all the clubs entries for this carnival

Full Competitor List - Random Order

This randomised report employs measures to distribute entrants from each club. *Please note that if an event contains 50% or more entrants from the same club, correct distribution will be impossible. This report will generate different output each time it is run.*

When you click on the 'Display PDF' for the output format for the Full Competitor List – Random Order – a carnival marshalling list appears. This reports lists each event, per page, with all relevant entries for each event.

Delete Carnival

To completely delete a carnival, along with all events and results associated with it, simply click the 'Delete Carnival' link and confirm your actions on the next screen.

Delete KNG Ironman Trials?

[Return to Carnival Admin](#)

Are you sure you want to delete this carnival?
You can't undo this operation. The carnival, its event list, entries, results etc will all be removed.

To CANCEL: If you'd like to cancel this operation, just click the 'Back to Admin Home' link at the top right.

To DELETE: If you'd like to go ahead with deleting this carnival, click the link at the bottom.

[Clicking here will immediately delete "KNG Ironman Trials"](#)

Screen Shot - Delete Carnival

Next rounds Draw – Random Order

To produce draws for next round of events – from the Reports Screen click on 'Next Rounds Draw – Random Order'.

Admin Reports - IRB State Championships - Fingal Beach

[Return to Carnival Admin](#)

Full Competitor List - Alphabetical Order
This report displays a full copy in alphabetical order of all the clubs entries for this carnival. [\[CSV Download\]](#)

Full Competitor List - Random Order
This randomised report employs measures to distribute entrants from each club. [\[CSV Download\]](#)
Please note that if an event contains 50% or more entrants from the same club, correct distribution will be impossible. This report will generate different output each time it is run.

Next Rounds Draw - Random Order
This report uses results from the previous round to list entrants eligible for the next round, in random order.

Based on:

Top placings in heat

Event:

35+ Mixed Tube IRB

Next Round Number:

OR ☐ Final

Number of top members to include from each heat of previous round:

(e.g. entering "4" will select the top 4 from each heat of the previous round)

[Show Report](#) [CSV Download](#)

Select 'Top placing in Heat' from the drop down box for 'Based on'

Select the event

Enter in the next round number or tick the box for a final

Type in the number of competitors that you wish to include from the previous round
eg: if you are taking 10 competitors from each of the 2 heats previously held – you would enter in 10 thus making the next round (or final) a round with 20 competitors.

Marshalling Sheets – PDF format

Click on the **Reports** link from the 'carnival Admin' Screen.

Click on the word **DISPLAY PDF** on the same line as the report called 'Full competitor List – Random Order'

Full Competitor List - Random Order

This randomised report employs measures to distribute entrants from each club. [\[Display PDF\]](#) [\[CSV Download\]](#)

Please note that if an event contains 50% or more entrants from the same club, correct distribution will be impossible. This report will generate different output each time it is run.

This will then produce a list of competitors (in random order) for each event in the carnival. Each event will be displayed on a separate page.

test NT carnival

Full Competitor List - Random Order

Generated 24/10/2012 4:49 pm

Cool Paddle - F 1km Board Paddle

Pos	Name	Gender	Comp Age	Club		
1	Putland, Sally	F	U/50	Gove Peninsula Surf Life Savin		
2	Mills, Debbie	F	U/48	Broome Surf Life Saving Club		

Exceptions

Pos	Name	Gender	Club	Exception For		
EXC	Gabb, Rachael	F	Broome Surf Life Saving Club	2: Mills, Debbie		
EXC	Neesham, Olivia	F	Broome Surf Life Saving Club	2: Mills, Debbie		

Example of Marshalling Sheet for 1 event.

Marshalling Sheets – CSV spreadsheet format

To obtain a list of entries for Marshalling purposes – click on ‘Full Competitors List – Random Order – CSV download.

Delete first two lines from report

Delete columns that are not required such as – DOB, BM, SRC, JNR – leaving

Event Type

Competitors last Name

Competitors First Name

Gender

Club

Team name

Format spreadsheet as required eg: Orientation of page size

	A	B	C	D	E	F
1	Event Type	Last Name	First Name	Gender	Club	Team
2	1km Board Paddle	Mills	Debbie	F	Broome Surf Life Saving Club	-
3	1km Board Paddle	Putland	Sally	F	Gove Peninsula Surf Life Savin	-
4	1km Board Paddle	Gabb	Rachael	F	Broome Surf Life Saving Club	-
5	1km Board Paddle	Neesham	Olivia	F	Broome Surf Life Saving Club	-
6	5 Person R&R	Cain	Andrew	M	Broome Surf Life Saving Club	Team B
7	5 Person R&R	Castellarin	Jack	M	Broome Surf Life Saving Club	Team B
8	5 Person R&R	Castellarin	Mitchell	M	Broome Surf Life Saving Club	Team B
9	5 Person R&R	Chalmers	Sandy	M	Broome Surf Life Saving Club	Team B
10	5 Person R&R	Chard	Tony	M	Broome Surf Life Saving Club	Team B
11	5 Person R&R	Aristei	David	M	Broome Surf Life Saving Club	Team A
12	5 Person R&R	Aristei	Mathew	M	Broome Surf Life Saving Club	Team A
13	5 Person R&R	Aristei	Robert	M	Broome Surf Life Saving Club	Team A
14	5 Person R&R	Buist	Ric	M	Broome Surf Life Saving Club	Team A
15	5 Person R&R	Fountain	Michael	M	Broome Surf Life Saving Club	Team A
16	5 Person R&R	Audas	Teale	F	Broome Surf Life Saving Club	Team A
17	5 Person R&R	Aristei	David	M	Broome Surf Life Saving Club	Team B
18	Beach Flags	McKay	Tamlan	M	Broome Surf Life Saving Club	-
19	Ironman	Mulheron	Declan	M	Broome Surf Life Saving Club	-
20	Ironman	Pager	Mark	M	Broome Surf Life Saving Club	-
21	Ironman	Moltoni	Adam	M	Broome Surf Life Saving Club	-

Insert a page break in between each event type

Print out your sheets for each event which lists competitors in Random Order.

Carnival Program

This report displays a full copy in alphabetical order of all the clubs entries for this carnival.

Pro-Forma Invoice

This report gives an indication as to costs incurred, including extra information relating to late entries. It is only intended to be an indication - the final invoice issued by email may contain adjustments. For example, situations have occurred where a member only entering the March Past event may be offered a discount. Such discounts will be applied in the final invoice.

Final Results Report

View entered results for the final round of carnival events.

Overall Rank and Points Report

All clubs listed with rank and total points for this carnival.

Note: only clubs that were entered into specific carnival will be listed in the report

Note: Names of clubs displayed in reports are obtained from Surfguard from their Display Name instead of their surfguard Entity Name.

Late Entry Fee Reversal

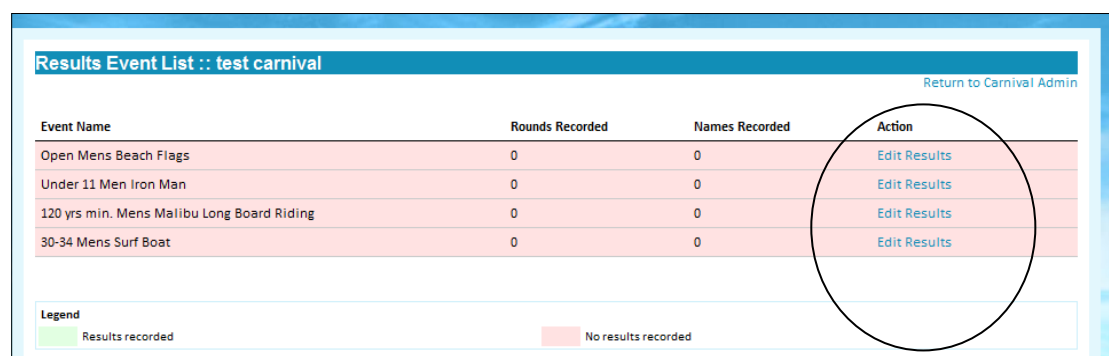
To facilitate the return of fees levied against a competitor who entered the carnival late, simply click on the late entry fee reversal link and select the competitor in question.

Switch To Club Level

To see the carnival administration from a club's point of view, click on the 'Switch to Club Level' link from the carnival Admin Page. Select the club that you wish to view and click on the 'change club' button. Click on the 'Go to Club' link at the bottom of the screen.

Enter Results

To enter results, select the carnival that you wish to add results for, click on 'Enter Result' and then click 'edit results' for the event that you wish to enter..



Event Name	Rounds Recorded	Names Recorded	Action
Open Mens Beach Flags	0	0	Edit Results
Under 11 Men Iron Man	0	0	Edit Results
120 yrs min. Mens Malibu Long Board Riding	0	0	Edit Results
30-34 Mens Surf Boat	0	0	Edit Results

Legend

Results recorded

No results recorded

Select the Result Type – tick either Round, Qtr, Semi or Final

Edit Results :: test NT carnival - 1020 Surf Boat

[Return to Results Event List](#)
[Go to Entries - by event](#)

1020 Surf Boat : Add Competitor Placing

Select Type: ☐ Round ☐ Quarter-Final ☐ Semi-Final ☐ Grand Final

No results have been recorded for this event.

Enter the place, points accrued, time if needed and select the competitor's name from the drop-down menu. If you make a mistake you can click the 'Remove' link to delete this result entry.

Place points can only be entered in numerical format up to a three digit number
A comments section has been added to allow for additional text. Comments are shown in the Results Report.

Edit Results :: test NT carnival - Open Female Surf Boat

[Return to Results Event List](#)
[Go to Entries - by event](#)

Operation Successful
Gove Peninsula Surf Life Savin Team C processed successfully.

Open Female Surf Boat : Add Competitor Placing

Select Type: ☐ Round ☐ Quarter-Final ☒ Semi-Final ☐ Grand Final

Heat Number:

Place:

Points:

Time: : : (hrs:mins:secs)

Team:

Comment:

Comments will be viewable on the public results screen.
Max. 500 characters. These characters are not accepted: " ' \ ? + & # ;

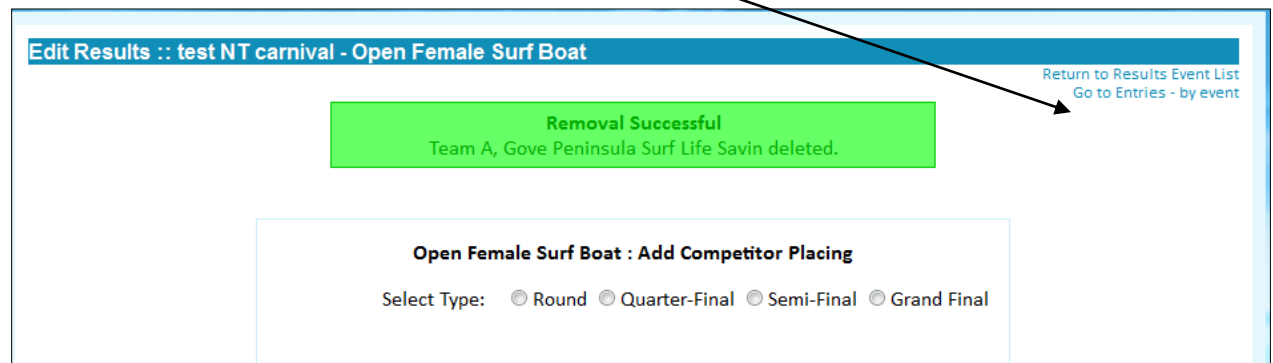
Screen Shot - Enter Results

Results page link to Club Entries

From the results page you can access a club entries. This is handy if you need to:

- Add a Member to an Event
- Add Exceptions to an Event
- Remove Members from an Event
- Remove Exceptions to an Event

Click on the 'Go to Entries-By event' link located top right hand corner of screen.



Add or Remove Competitor to an Event (from the Results page link)

Click on the 'Go to Entries-By event' link located top right hand corner of screen.

Select from the drop down box 'What you would like to do'

Add Member to an Event

Add Exceptions to an Event

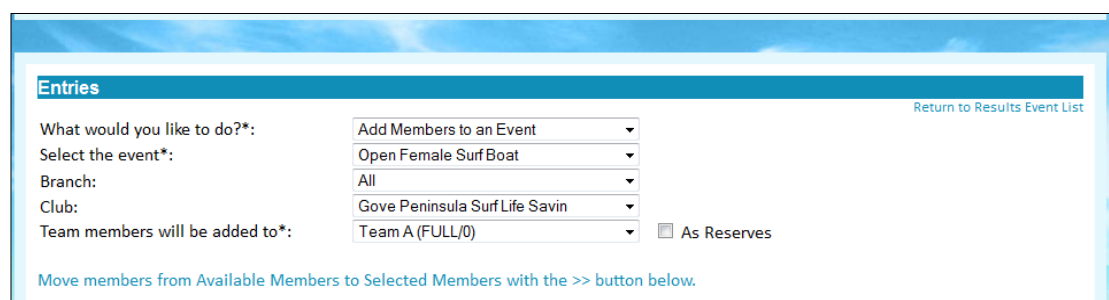
Remove Members from an Event

Remove Exceptions to an Event

Select the Event

Select the Club

Select the team name if a team event



A list of available competitors from the selected club will be listed.

Select member and move across to the 'selected Members box' or remove as required

Hit the 'submit member entries' button – (located bottom of the screen)

This members name will now be available to select in the results screen.

This members entry will also be added to the clubs competitors list for invoicing

To go back to the carnival results screen click on the link (top right hand corner)

Return to 'Results Event List'

Results Event List Display

The results screen is colour coded to identify which events have had results and final results recorded against an event

Events in pink – indicate that no results have been input against that event

Events in green – indicate the some/all results have been recorded for that event

Events in purple – indicate that some/all final results have been recorded for that event.

Results Event List :: test NT carnival			
Return to Carnival Admin			
Event Name	Rounds Recorded	Names Recorded	Action
Cool Paddle - F 1km Board Paddle	0	0	Edit Results
Cool Paddle - M 1km Board Paddle	0	0	Edit Results
3024 5 Person R&R	0	0	Edit Results
1014 Beach Flags	1	1	Edit Results
120 yrs min. Male Beach Relay (4)	0	0	Edit Results
Open Male Ironman	0	0	Edit Results
NAB Ironman	0	0	Edit Results
Open Female Surf Boat	1	26	Edit Results
1020 Surf Boat	2	5	Edit Results
U8 Male Wade Race Wade	0	0	Edit Results

Legend			
 Results recorded	 Finals recorded	 No results recorded	

Linking Carnivals to obtain Total Club Pointscore Report

If you need to collate club points for a carnival series simply tick the box next to each carnival name that needs to be linked from the System Administration Screen.

System Administration					
Display Carnivals - date range: 18/07/2012 to 18/04/2013 Status: All Go					
☐	Carnival Name	Carnival Date	Entries Close	Late Entries Close	Status
☐	Clone of test NT carnival	28/10/2012 8:00am	17/10/2012 5:00pm	19/10/2012 5:00pm	Open - Late Entries
☐	test NT carnival	28/10/2012 8:00am	20/10/2012 5:00pm	26/10/2012 5:00pm	Open
☒	2012 NT Championships	29/09/2012 8:00am	19/09/2012 4:00pm	19/09/2012 4:00pm	Past Event
☐	TOPS Event #4	23/09/2012 9:00am	23/09/2012 11:00pm	23/09/2012 11:00pm	Offline
☐	Interclub Carnival #1 2012	16/09/2012 3:00pm	16/09/2012 9:00am	16/09/2012 10:00am	Offline
☐	TOPS Event #3	25/08/2012 9:00am	23/08/2012 11:00pm	23/08/2012 11:00pm	Past Event
☐	Surf Carnival #1	19/08/2012 8:00am	18/08/2012 12:00pm	18/08/2012 1:00pm	Offline
☐	2012 NT Pool Championships	12/08/2012 10:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐	2012 NT Lifesaving Championships	11/08/2012 8:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐	TOPS Event #2	29/07/2012 9:00am	27/07/2012 11:00pm	27/07/2012 11:00pm	Offline
☐	2012 National TRB Championships	20/07/2012 1:00pm	20/07/2012 3:00am	20/07/2012 8:00am	Offline
Total Club Point Score Report All clubs listed with rank and total points for the selected carnivals. [CSV Download]					

Then click on the 'total club Point Score Report' located at the bottom of the carnival list.

Late Carnival Entries

On the day of a carnival clubs will no doubt submit late entries and team substitutes. These carnival entry changes will need to be placed into the CMS and your draws will need to be updated.

Firstly, check the basic settings for the carnival to ensure that the late entry date parameters are set to the date of the carnival to allow data input.

Secondly, to enter these changes you have to be at a club level. To achieve this:

Select the appropriate carnival from the main administration page.

Click on *Switch to Club Level*

Select from the Club drop down box the club that is making entry changes

Click on the *Change Club* button

Click on the *Go To Club* button

Click on *Entries – by name*

Click on the corresponding surname initial of your late entry competitor

Click on the competitor's name

Tick the box for the competitors corresponding event to either add or remove them

Click on the *submit entry* button (at the bottom of the page)

Onsite CMS Equipment

Following is a list of equipment that is recommended you have onsite at a carnival to utilise the CMS system

- 2 x computers, printer, generator (fuel), electricity cables, power packs
- Internet access – stick or club access
- Result boards
- Stationary – pens, bulldog clips, clip boards, highlighters, staplers, copy paper, sticky tape, electricity tape.
- Carnival paperwork - Substitute forms, team replacement forms,

Tips

It is highly recommended that once a carnival entry closing date has past and prior to the commencement of a carnival, the following reports be downloaded from the CMS and saved onto the computer that is to be used onsite. This is a preventative back up measure should your internet connection fail or not be achieved.

- Full Competitor List – Alphabetical (CSV Download)
- Full Competitor List – Random Order (CSV Download)
- Next Rounds Draw – Random Order
- Carnival Program (CSV Download)

Section 3. Super Administrator

If you have super administrator access (typically only national and state users) then you can perform a number of functions not available to Branches and clubs.

System Administration

Display Carnivals - date range: 18/07/2012 to 18/04/2013 Status: All

Carnival Name	Carnival Date	Entries Close	Late Entries Close	Status
☐ Clone of test NT carnival	28/10/2012 8:00am	17/10/2012 5:00pm	19/10/2012 5:00pm	Open - Late Entries
☐ test NT carnival	28/10/2012 8:00am	20/10/2012 5:00pm	26/10/2012 5:00pm	Open
☐ 2012 NT Championships	29/09/2012 8:00am	19/09/2012 4:00pm	19/09/2012 4:00pm	Past Event
☐ TOPS Event #4	23/09/2012 9:00am	23/09/2012 11:00pm	23/09/2012 11:00pm	Offline
☐ Interclub Carnival #1 2012	16/09/2012 3:00pm	16/09/2012 9:00am	16/09/2012 10:00am	Offline
☐ TOPS Event #3	25/08/2012 9:00am	23/08/2012 11:00pm	23/08/2012 11:00pm	Past Event
☐ Surf Carnival #1	19/08/2012 8:00am	18/08/2012 12:00pm	18/08/2012 1:00pm	Offline
☐ 2012 NT Pool Championships	12/08/2012 10:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ 2012 NT Lifesaving Championships	11/08/2012 8:00am	10/08/2012 10:00pm	10/08/2012 11:00pm	Past Event
☐ TOPS Event #2	29/07/2012 9:00am	27/07/2012 11:00pm	27/07/2012 11:00pm	Offline
☐ 2012 National IRB Championships	20/07/2012 1:00pm	20/07/2012 3:00am	20/07/2012 8:00am	Offline

Total Club Point Score Report
All clubs listed with rank and total points for the selected carnivals. [\[CSV Download\]](#)

Legend

Taking Normal Entries (visible)

Late Entries (visible)

Closed to Entries (visible)

Past Event (visible)

Offline (not visible)

Options

Create New Carnival

Manage Users

Manage Classes and Event Types

Manage Patrol Hours per Membership Category

Force SurfGuard Member List Update

Super Administrator Options

Manage Organisations

Update SurfGuard Membership Category List

Manually Add Members / View Manually Added Members

Bulk Entries Import

View Membership Categories

Global System Settings

Erase User Activity Log

Manage Organisations

This module allows super administrators to

- Update club lists

- Manage SurfGuard Clubs from other States

- Add non-SurfGuard Organisations

Update Club List from SurfGuard

[Back to Admin Home](#)

Update Club List
This will retrieve any Northern Territory clubs not in the system, and will update any name changes to SurfGuard clubs listed below (including any from external states).

Manage SurfGuard Clubs From Other States
Add or remove a club from SurfGuard that belongs to a state outside of Northern Territory. If given user accounts, these clubs will be able to log in and enter members into carnivals that allow entrants from external states.

Add non-SurfGuard Organisation
Add a new non-SurfGuard organisation (used for manually added members).

Club/Organisation	Source	Branch
Broome Surf Life Saving Club	SurfGuard	Misc WA Clubs
Chinese Taipei (Jnr)	Manually Added	
Chinese Taipei (Snr)	Manually Added	
City of Bunbury SLSC	SurfGuard	Misc WA Clubs
Community (NT)	SurfGuard	Misc NT Clubs
DARWIN SURF LIFE SAVING CLUB	SurfGuard	Misc NT Clubs
Gove Peninsula Surf Life Savin	SurfGuard	Misc NT Clubs
Hong Kong	Manually Added	
Indonesia Bali	Manually Added	
Junior Barras	Manually Added	
Mindil Beach Surf Life Saving Club Inc	SurfGuard	Misc NT Clubs
NUS	Manually Added	
Queensland	Manually Added	
SA	Manually Added	
Singapore	Manually Added	
SLSA	Manually Added	
Undefined	Manually Added	
Walngawu Djakamirri	SurfGuard	Misc NT Clubs

Update Club Lists

This retrieves and updates the carnival manager system with any new information from surfguard relating to clubs not in the system, and will update any name changes to SurfGuard Clubs listed below (including any from external states)

Manage SurfGuard Clubs from other States

If a club wishes to access another states carnival manager system for entry purposes they have to be given access.

Click on the 'Manage SurfGuard Clubs from Other States'

Select the State, Branch and Club that you wish to give access to.

Click on the Add Club

(Note: this club now needs to be added as a 'New user' from the User Administration screen.

Manage SurfGuard Clubs From Other States

[Back to Update Club List](#)

The changes made on this screen apply only to the database of this instance of the Carnival Manager and do not affect SurfGuard.

State:

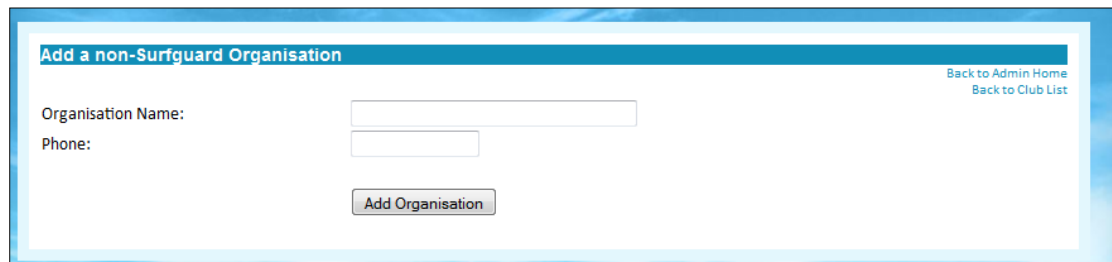
Branch:

Club:

Club/Organisation	Branch	State	
Broome Surf Life Saving Club	Misc WA Clubs	Surf Life Saving Western Australia	Has Data
City of Bunbury SLSC	Misc WA Clubs	Surf Life Saving Western Australia	Delete

Add Non Surf club Organisations

Add a new **non-surfguard** organisation (used for manually added members) to the Carnival Manager club list. Eg: add entity name 'South Africa'



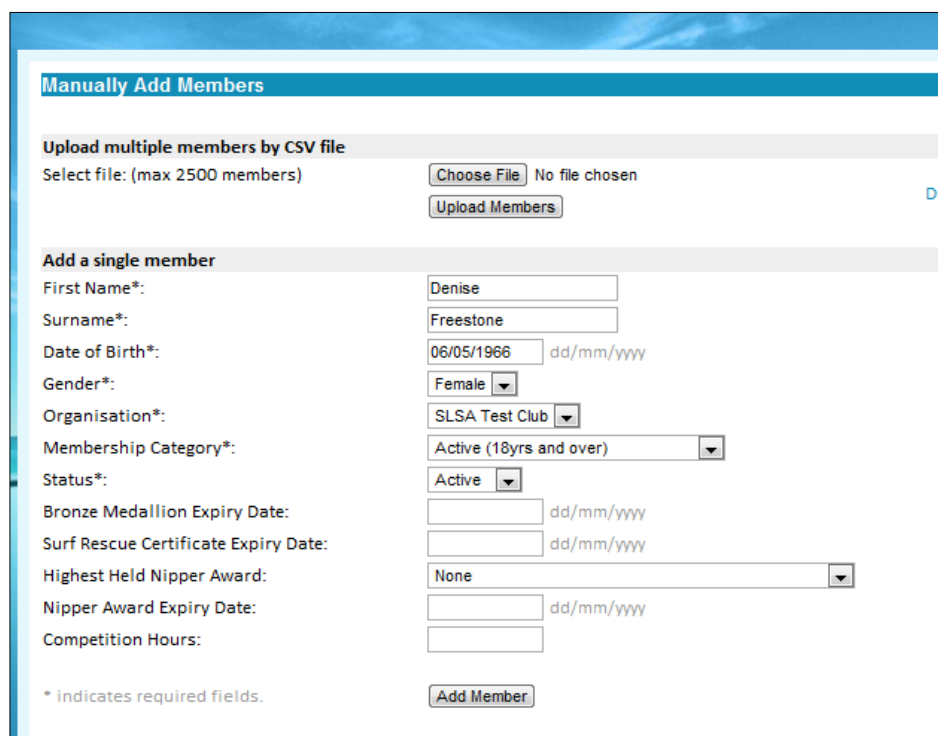
The screenshot shows a web form titled "Add a non-Surfguard Organisation". It has two input fields: "Organisation Name:" and "Phone:". Below these fields is a button labeled "Add Organisation". In the top right corner, there are two links: "Back to Admin Home" and "Back to Club List".

Update Surfguard Membership Category List

Clicking on this link updates the carnival manager system with Surfguard membership category names and associated ID number.

Manually Adding Members

From the Super Administrator options individual members can be manually added to the carnival system. Click on the link '*Manually Add Members*' and complete the information requested. Field with an * represent compulsory fields.



The screenshot shows a web form titled "Manually Add Members". It has two main sections: "Upload multiple members by CSV file" and "Add a single member".

Upload multiple members by CSV file

Select file: (max 2500 members) No file chosen

Add a single member

First Name*:

Surname*:

Date of Birth*: dd/mm/yyyy

Gender*:

Organisation*:

Membership Category*:

Status*:

Bronze Medallion Expiry Date: dd/mm/yyyy

Surf Rescue Certificate Expiry Date: dd/mm/yyyy

Highest Held Nipper Award:

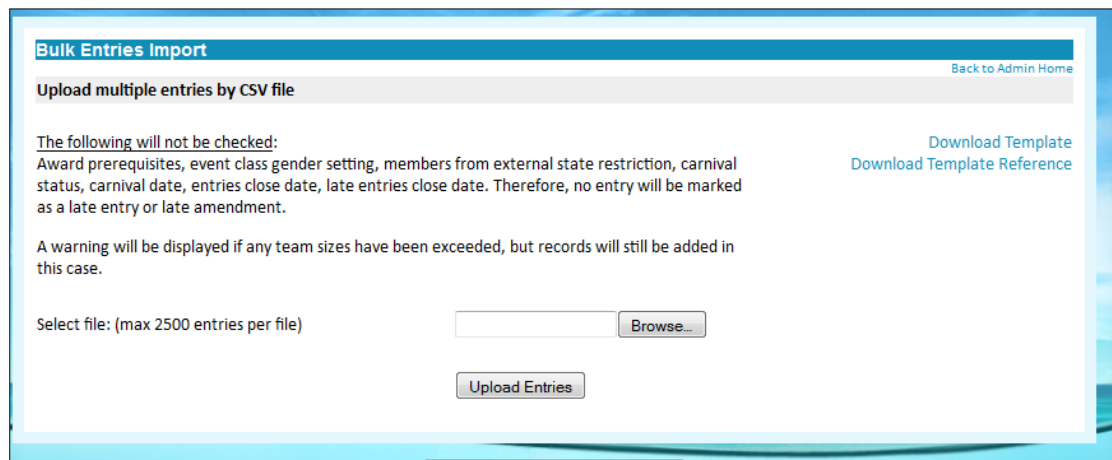
Nipper Award Expiry Date: dd/mm/yyyy

Competition Hours:

* indicates required fields.

Bulk Entries Import

This provides the facility to manually upload a spreadsheet of competitors 'Entries'

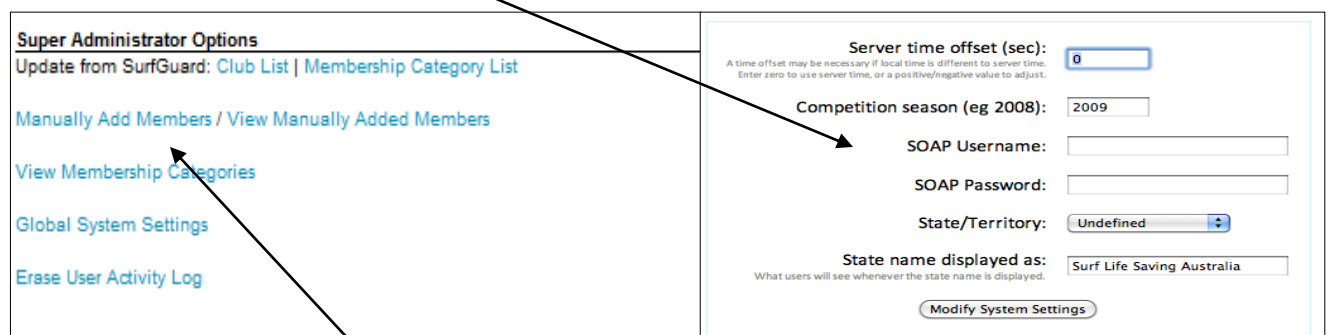


View Membership Categories

This provides a list of the Membership Categories and their Surfguard ID numbers.

Global Settings

Super Administrators have access to global settings such as the Server Time Offset (used for setting region and daylight savings timings), the competition season and State name



Global Settings

Carnival super administrators can also view the list of manual entries via clicking on the *View manually added members* link.

Manually Added Members

[Back to Admin Home](#)
[Manually Add a Member](#)

First Name	Surname	DOB	Organisation	Membership Category	Created	Options
Denise	Freestone	06/05/1966	SLSA Test Club	Active (18yrs and over)	22/12/2011	Archive Delete
Andrew	Klerck	29/09/1981	Firefighters	General	21/12/2011	Archive Delete
Beetroot	Klerck	23/06/1654	SLSA Test Club	Junior Activity Member (5-13 years)	21/12/2011	Archive Delete
Boot	Klerck	23/06/1654	SLSA Test Club	Junior Activity Member (5-13 years)	21/12/2011	Archive Delete
Cabbage	Klerck	28/09/1981	Firefighters	General	21/12/2011	Archive Delete
Gone	Klerck	28/09/1981	Firefighters	General	21/12/2011	Archive Delete

6 members listed.

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Erase User Activity Log

If the user activity log has grown too long and unwieldy it can be erased by clicking on the 'Erase User Activity Log' link. You may wish to take a copy of the log prior to deleting it, in case any auditing is required at a later stage.

Help

The Carnival Manager User Guide is located on the SLSA Website under *Members – Club & Member Resources – Information Technology – IT User Guides*.

For online help and handy tips click on the 'Help' link located on the home page at club level.

2012 Victorian Junior Lifesaving Championships - Lorne SLSC - Home

Info:

Event Date: 03/03/2012 8:00am
Entries Close: 18/02/2012 12:00am
Late Entries Close: 25/02/2012 12:00am
Registration Fee: \$32.00
Late Penalty Fee: \$32.00

Entries - by name
Find a member based on their surname, then add new or change their existing entries for this carnival.

Entries - by event
Add new entries for this carnival with the ability to select multiple members to add to the selected event.

Team Names
Assign team names on a per event basis. For example, 'Team K' in the U/19 Beach Sprint can be known as 'The Expendables'.

Reports
Reporting will allow you to see exactly who is entered and the associated costs. You can save or print these reports using your web browser.

Help
Here you can find out further information about the online entries system.

Administration
Control carnival visibility, costs, the event list and report on the entire carnival.

Other Links

[Return to Carnival List](#)

Event list
Clicking events below will allow quick access to existing entries if you have a particular event in mind. For new entries [click here](#)

Help Link screen shot

From here you can assess help on adding new entries, reporting and problem solving hints.

2012 Victorian Junior Lifesaving Championships - Lorne SLSC (Event Date 03/03/2012)

[Carnival Home](#) | [Entries - by name](#) | [Entries - by event](#) | [Reports](#) | [Help](#) | [Admin](#) | [Change Club](#)

Help

[Return to 2012 Victorian Junior Lifesaving Championships - Lorne SLSC home](#)

Accessing members
Members are accessed via the Entries area; where you may add, change or remove their entries. Additionally, a screen exists for super administrators to list members that have been manually added to a non-SurfGuard organisation. This is accessible via the main admin menu.

Adding new entries
Once you have [accessed](#) the member you would like to add entries to, you can use the information contained here to help you.

Changing existing entries
Once you have [accessed](#) the member you would like to change entries for, you can use the information contained here to help you.

Removing existing entries
Once you have [accessed](#) the member you would like to remove entries for, you can use the information contained here to help you.

Reporting
Here is some information pertaining to use of the reporting functions.

A member on SurfGuard does not appear here
See here for information as to why a member on SurfGuard does not appear in the online entries system.

FAQ – Problem Solving Club Entries

If a member's name does not appear for selection into a carnival/event then club administrators should check the following member information within surfguard:

- That the member is registered for the current season eg: 2012/2013 in Surfguard
Note: Un-financial members will not be eligible for selection until they are clicked over in Surfguard to reflect the current season.
- That the member's competition rights are sitting with your club in the person details screen in Surfguard.
Note: If a member has competition rights at another club a Surfguard transfer will need to be performed, and then a 'force Surfguard member list update' will need to be initiated.
- That the member is in the correct membership category in the person details screen in Surfguard

Q: What does it mean when a member has a 'Red or Green' BM/SRC/JNR-13 award indicator displayed after their name and DOB.

eg:

Roser, Scott (DOB:18/04/1990 U/22 BM HRS:0.00)

A: Green indicates that the member's award is proficient, Red indicates that the award is not proficient in Surfguard. Note: a member's most current age appropriate award should be displayed in Green.

Note: If the carnival administrator has NOT enforced the Award Prerequisites functionality the system will still allow clubs to enter members into events regardless of their award proficiency status. Therefore it is up to clubs to responsibly enter members that have fulfilled all the carnival requirements.

Q: Where are members patrol hours displayed within the carnival manager system.

A: Along side a competitors name when selecting members for entry into events their seasons competition hours will be displayed.

Roser, Scott (DOB:18/04/1990 U/22 BM HRS:0.00)

If a member has HRS:0.00 then this implies that the member has no recorded patrol hours within Surfguard.

Note: Presently the system will still allow clubs to enter members into events regardless of their patrol hour requirements. Therefore it is a clubs responsibility to only enter members that have fulfilled all the carnival requirements such as minimum patrol hours depending on membership category.

REMINDER – once changes have been made in Surfguard – administrators will need to conduct a 'force Surfguard member list update' to bring changes made in Surfguard across to the Carnival Manager System